



City of Ketchum

PROCUREMENT MEMO

Meeting Date: December 4<sup>th</sup>, 2023 Staff Member/Dept: Juerg Stauffacher, Facilities Maintenance

Agenda Item: Recommendation to Approve Contract for Services with Alpine tree service LLC

Recommended Motion:

I move to approve Contract # 24047 with Alpine Tree Service for the removal of 3 large Cottonwood trees on Trail creek.

Summary of Procurement Process:

Bidder	Bid Price
Arbor Care Tree Service	Not able to do the work
Carter Tree Service	\$13,000.-
Alpine Tree Service	\$11,085.-

Low Bid Contractor	Bid Price	Budget Account/Number
Alpine Tree Service	\$11,085	01-4193-9930

Background (if necessary):

- There are 3 dead Cottonwood trees in the steep slope above Trail creek downstream from Main Street bridge
- All of them could cause serious problems damming up the creek and two have potential to damage several houses at Andorra village.
- 2 trees are just in reach of the crane and one tree must be climbed and pieced down.
- We are requesting access from PEG Ketchum Hotel LLC. To use their lot for staggng.

Sustainability Impact:

None OR state impact here:

Attachments:

1. Alpine tree service quote
2. Purchase order # 24047
- 3.



# Alpine Tree Service, INC.

Your Full Service Tree Care Provider

Wood River Valley: 208 788 4441  
Treasure Valley: 208 362 4478  
P.O. Box 2790, Hailey, ID 83333

Email: [info@alpinetreeservice.net](mailto:info@alpinetreeservice.net)

## Proposal

Date: 8/2/2023

City of Ketchum

Job Name: City of Ketchum 20230802

PO Box 2315  
Ketchum, ID 83340

Work Site: PO Box 2315  
Ketchum, ID 83340

Phone: 208-726-3841 city desk

Proposed By: Not Assigned

#	Item	Description	Cost
1	Cottonwood	Remove - Crane Work - Wood River Division At or about 190 South Main Street in Ketchum. Remove two large, dead cottonwood trees from the trail creek bank southwest of the old medical office building. The scope and cost assumes that the City has secured permission for us to use the parking area at the vacant office building. Additionally, the removal of the two trees will most likely require the removal of one or two other trees, in order to provide operational space for our equipment. The work should only take a day, but we will fill that asphalt parking area with our equipment for that day.	\$8,640.00
<b>Total:</b>			<b>\$8,640.00</b>

To schedule the proposed work please sign and return this proposal.

Please invoice me when the work is complete.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

If you would like to use a credit card: We do charge a 2% processing fee on all credit cards



Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Thank you for choosing Alpine Tree Service  
Contact us for all your tree care needs: pruning, removal and plant health care.  
Please visit our website at [alpinetreeservice.net](http://alpinetreeservice.net)





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## Proposal

Date: 8/25/2023

City of Ketchum

Job Name: City of Ketchum 20230825

PO Box 2315  
Ketchum, ID 83340

Work Site: Trail Creek  
Ketchum, ID. 83340

Phone: 208-726-3841 city desk

Proposed By: Carl Hjelm

#	Item	Description	Cost
1	Cottonwood	Remove - Tree Work - Wood River Division Cut and leave a large cottonwood leaning over the back of the structures behind 200 River Street East. We will ensure that the debris, which is to be left on site, is not left below the high water mark of Trail Creek.	\$2,445.00
<b>Total:</b>			<b>\$2,445.00</b>

To schedule the proposed work please sign and return this proposal.

Please invoice me when the work is complete.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

If you would like to use a credit card: We do charge a 2% processing fee on all credit cards



Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

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**CITY OF KETCHUM**  
 PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
 Administration 208-726-3841 (fax) 208-726-8234

**PURCHASE ORDER**  
 BUDGETED ITEM? \_\_\_ Yes \_\_\_ No

**PURCHASE ORDER - NUMBER: 24047**

<b>To:</b> 1116 ALPINE TREE SERVICE BOX 2790 HAILEY ID 83333	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
11/27/2023	BANCONA	BANCONA	Facilities Maintenance	0	

Quantity	Description		Unit Price	Total
1.00	TREE REMOVAL- 190 S MAIN ST- JOB NAME 20230802	01-4193-9930	8,640.00	8,640.00
1.00	TREE REMOVAL- 200 RIVER ST- JOB NAME 20230825	01-4193-9930	2,445.00	2,445.00
			SHIPPING & HANDLING	0.00
			TOTAL PO AMOUNT	11,085.00

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 Authorized Signature